



## DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT <b>RESIGNATIONS</b>	POLICY NO. <b>601.3</b>	EFFECTIVE DATE <b>10/1/89</b>	PAGE <b>1 of 1</b>
APPROVED BY: <b>original signed by:</b> <b>ROBERTO QUIROZ</b> Director	SUPERSEDES <b>703.02</b> <b>4/2/79</b>	ORIGINAL ISSUE DATE <b>4/2/79</b>	DISTRIBUTION LEVEL(S) <b>1</b>

### PURPOSE

- 1.1 To provide policy to govern submission of resignations.

### POLICY

- 2.1 Employees resigning from the Department of Mental Health (DMH) and County services are to provide written notice to their immediate supervisor at least two weeks prior to the effective date of their resignation. Written notice includes either a signed and dated letter of resignation or the resignation form used by the Department.
- 2.2 Resignation forms may be obtained from the immediate supervisor or from the Human Resources Bureau.
- 2.3 The rescinding of resignations may be made at the discretion of the appropriate manager at the level of District Chief or above, in consultation with the Personnel Officer or designee. However, any recession must be made prior to the effective date of the resignation and only if the DMH has not acted upon the resignation; e.g., initiated termination process or replacement process.
- 2.4 Unless an effective date of resignation is specified by the employee, all resignations are to be effective immediately.

### AUTHORITY

Los Angeles County Code